

Apply To CUNY in 18 Easy Steps



1. Visit www.cuny.edu/majors to research campuses and majors that are a good match for you.
2. Complete and submit the CUNY Application Worksheet (found in the College Office Google Classroom) if you would like Mr. Dwyer to be able to review and approve the responses prior to applying.
3. Go to www.cuny.edu
4. Hover over the “**Admissions**” tab at the top of the page and select “**Apply to CUNY**” on the drop down.
5. Select “**Undergraduate Applicant**”
6. Under “Step 2: “Submit Your Application and Fee” click the “**CUNY Application**” hyperlink.
7. Next, click “**Start your CUNY Application**” on the left side of the screen
8. Answer the question on the right side of the screen, which is “I would like to apply as:” You will select “**Freshman Applicant.**”
9. Then, answer “Select your application:” Choose **Freshman or Macaulay Honors**. Then click “**Next.**”
10. If you haven’t started the application, click “**Register Now**” under the login section.
11. Fill in your information and **write down** your username and password in a safe place. (I recommend the notes section of your phone)
12. Complete each section of the application. (Keep in mind that a social security number is not required to complete the application, but if you have one you should enter it.) Keep in mind that you can choose up to 6 colleges. **Choose a balanced list, including at least 1 safety school.**
13. **An essay is required if you are applying to Hunter or Queens College.** For other 4-year colleges it is optional (but recommended). A **recommendation letter is required for Queens College** and optional at all other 4-year colleges. However, you should strongly consider requesting at least one teacher recommendation letter. You must ask the teacher before entering their information into the application. You will **waive** your right to see the letters.
14. If you are applying to 2-year community colleges only, you **DO NOT** need letters of recommendation or an essay.
15. When you get to the payment section Choose “**I have a CUNY issued fee waiver**”. You will request a fee waiver code by completing the **CUNY Fee Waiver Request Form** located in the College Office Google Classroom. When you receive the code enter into the application.
16. **Submit your application and download a copy of your Application Summary Package.** Please make sure to review your answers before you submit the application.
17. Complete the **College Application Completion Form** found on the College Office Google Classroom to inform Mr. Dwyer that your application has been submitted and to inform him of any additional transcripts that may need to be sent. You will only need to send transcripts if you attended a high school outside of the NYC DOE.
18. After you submit the application you will receive an email from CUNY with instructions on how to claim your **CUNYFirst** account. Please do this as soon as possible.